



Quickstart Guide for Focus Group Members

Introduction

This Quickstart Guide is intended for focus group members who anticipate or are already working with a Licensed ICCS Career Exploration System consultant. It provides an overview of what you will experience. Further the step-by step guidelines provided as you work through the system.

The purpose of an ICCS Focus Group is to provide an opportunity for participants sharing a common identity – for example as members of the same occupation, academic major, or employee group – to discuss their most important card selections, as determined by the overall rank, i.e. “weight” of the selected cards.

Accepting an invitation from your Consultant or Coach

- 1) As a first step, your ICCS consultant will send an invitation to your email address. If you don't see the invitation, please check your spam or junk folder. You will see a welcome message asking you to register yourself in the system by clicking on the green button:

ACCESS LINK:

[Click Here!](#)

- 2) Once you have accepted the invitation, the system will send you an automatic email with your login credentials. Please check your email for your username and temporary password. Click on the login hyperlink, which will take you to the login site. At your first log in, you will be asked to reset your password for security reasons. Please enter your current password (the one originally sent to your email), then create a new password
- 3) You will be asked to accept our ICCS Terms of Use. You will also be asked to fill out your Profile information before you begin to work with the ICCS system. Please make sure that you fill out all fields marked by a red exclamation mark. Kindly contact your consultant if you have any concerns about sharing the requested data.

Completing the Card Sort

- 1) On your “Dashboard” under “Navigation” click on “Menu,” “Focus Groups” and then the ICCS Exercise option.
- 2) You will see links for each of the ICCS card sort subsets – Knowing Why, Knowing How and Knowing Whom - your consultant has cleared you to complete. Follow the guidelines provided, one card sort

subset at a time, and taking breaks as you wish. Read the “Guidelines” before you begin the ICCS Exercise.

- 3) Once you have finished the assigned card sort subsets, a pop-up window will appear. Simply click on “Finish” and await further instructions from your consultant.

Conversations

After you have completed your card sort, you will be able to see Reports for your Focus Group. Use the following steps as they are requested by your consultant:

Group Summary Report (Interactive)

- 1) On your dashboard under “Navigation”, click on “Menu,” “Focus Groups” and then “Reports” and select Group Summary Report (Interactive). On the following page, select the name of your focus group, then click on the green button: “Get Report.”
- 2) You will see your focus group members listed, and the cards displayed that emerged as most important for each of the Knowing Why, Knowing How and Knowing Whom piles.
- 3) If your consultant has asked you to work on your own you can click on any card and enter your notes in the space available as instructed by your consultant. If you are working with other focus group members in a live session, you can discuss before entering notes.
- 4) Your consultant has the capability to join the conversation as well. Different consultants may make different choices when and how to do that.

Group Summary Report (View)

- 1) On your dashboard under “Navigation”, click on “Menu,” “Focus Groups” and then “Reports” and select Group Summary Report (View). On the following page, select the name of your focus group, then click on the green button: “Get Report.”
- 2) This report provides background statistics on the cards your group has selected for discussion. The cards are listed alongside their “weight” and “frequency.” The “weight” column takes into account the overall group ranking for each card.

Short Summary Report

1. On your dashboard under “Navigation”, click on “Menu,” “Focus Groups” and then “Reports” and select Short Summary Report. On the following page, select the name of your focus group, then click on the green button: “Get Report.”
2. Proceed to click on the red link titled: “Short Summary Report for [your name].” This will display all of your chosen cards from each of the three piles.
3. When instructed by your consultant, you can compare your own selections with the group’s selections for all three ways of knowing.